



City of Torrance, Community Services Department

Procedures and Guidelines

LONG-TERM FACILITY USERS

CLEANLINESS

The representative of each user group is responsible for supervising clean-up of any area used by his/her group:

- Wipe down tables and chairs and return to their original locations.
- Dispose of any food in the trash cans provided outdoors. Do not leave any food in the building!
- Leave the kitchen clean.
- Wipe up spills on the floors and counters. Leave the building ready for the next group to use!!
- If your group is involved in crafts or any other projects, please clean up all trash, paint, and glue. Supplies or craft projects may not be left in the building.

SECURITY

When you accept the keys to a building, you are responsible for unlocking and locking up securely each time you use the building.

- All windows must be closed and locked.
- If you have used the kitchen, be sure the oven, all burners and appliances are off and cool before you leave.
- Make sure all faucets are turned off. No drips.
- All lights are to be turned off.
- All doors must be closed and securely locked.

Your group will be billed for any damages and/or the amount will be deducted from your deposit.

Report any problems, concerns, and safety hazards as soon as possible so they can be corrected.

Call the Facility Booking Office at (310) 618-5982, Monday - Friday 8:00 a.m. - 5:00 p.m. The office is closed alternating Fridays.

In an emergency, contact the Watch Commander at the Police Department (310) 618-5641.

I understand and will comply with the above.

Date

Signature

WHITE - File

YELLOW - User